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Purchasing Department
1300 7th Street, Room 202A
Wichita Falls, Texas 76301
Phone (940) 761-7466
Fax (940) 761-7688

CITY OF WICHITA FALLS

Date: _____

VENDOR INFORMATION

BID LIST APPLICATION

Please provide the following information. Any questions concerning the requested information should be directed to the City of Wichita Falls Purchasing Office at the address shown above.

NOTICE: Texas Local Government Code Chapter 176 requires certain persons who contract or seek to contract for the sale or purchase of property, goods or services with the City of Wichita Falls to file a conflict of interest questionnaire.

- 1. Vendor name and address for purchase order processing.
COMPANY NAME: _____
ADDRESS: _____
CITY & STATE _____
ZIP CODE _____
- 2. Contact for price quotes and order information.
NAME _____
PHONE # () _____
FAX # () _____
EMAIL _____
- 3. Vendor name and remit to address if different from purchase order address.
COMPANY NAME: _____
REMIT TO ADDRESS: _____
CITY & STATE _____
ZIP CODE _____

IMPORTANT--PLEASE
COMPLETE AND RETURN

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4. Accounting Contact.

NAME: _____
PHONE # () _____
FAX # () _____
EMAIL _____

5. Payment discount (Check applicable discounts).

- _____ 1. *Net 30 Days* Payment of the entire invoice amount is to be made within *30 Days* from the invoice date.
- _____ 2. *Net 10th Prox* - Payment of the entire invoice amount is to be made by the tenth of the month following the month of the invoice date.
- _____ 3. *1% 10/Net 30* - Payment made within 10 Days from the date of the invoice may be discounted 1%. The invoice becomes overdue 30 days from date of invoice.
- _____ 4. *2% 10/Net 30* - Payment made within 10 Days from the date of the invoice may be discounted 2%. The invoice becomes overdue 30 days from date of invoice.
- _____ 5. *2% 10th and 25th* - Payment may be made on bills dated between the first and fifteenth of the month by the twenty-fifth of the month and invoices dated between the fifteenth and thirtieth may be paid by the tenth of the following month and a 2% discount may be taken on these invoices.
- _____ 6. *2% 10 days EOM* - A 2% discount may be taken if the invoices are paid by the tenth of the month following the month the invoice was issued. Therefore, the 10-day discount period starts counting at the "end of -month" after the invoice date.
- _____ 7. *5% 90 Net 91* - Payment made within 90 days from the date of the invoice may be discounted 5%. The invoice becomes overdue 91 days from date of invoice.
- _____ 8. *10% Net 30* - Payment made within 30 days from the date of the invoice may be discounted 10%. The invoice becomes overdue 30 days from date of invoice.
- _____ 9. *3% 30/Net 90* - Payment made within 30 days from the date of the invoice may be discounted 3%. The invoice becomes overdue 90 days from date of invoice.
- _____ 10. *Other* - Indicate applicable payment discounts not listed.
EXPLAIN _____

6. Vendor Type (Check applicable category)

- _____ 1. Minority Owned (MO)
_____ 2. Small Business (SB)
_____ 3. Woman Owned (WM)
_____ 4. HUB - Historically Underutilized Business (HB)

7. Additional Address Information: Please list and explain any additional addresses that might be used and explain the circumstances for their use.

8. Shipping Information (Check applicable code).

- _____ 1. *F.O.B. Shipping Point/Prepay and add to invoice* - ownership of the goods passes from the seller at the moment of delivery to the carrier; prepay the freight charges and add to the invoice.
- _____ 2. *F.O.B. Destination* - ownership of the goods passes to the buyer upon delivery to a designated location. The seller must pay all freight and incidental charges; and is responsible for any loss or damage up to time of delivery.
- _____ 3. *F.O.B. Destination/ Prepay and add to invoice* - ownership of the goods passes to the buyer upon delivery to a designated location; prepay the freight charges and add to the invoice.
- _____ 4. *Other - Explain:* _____

**NOTE: THE CITY OF WICHITA FALLS WILL NOT ACCEPT COLLECT
OR C.O.D. SHIPMENTS.**

COMMODITY INFORMATION

PLEASE LIST THOSE PRODUCTS/SERVICES YOU CAN SUPPLY TO THE CITY OF WICHITA FALLS

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines in total. A slightly thicker line is visible about one-third of the way down the page, possibly indicating a header or section separator. The paper has a clean, unlined appearance with no text or other markings.